

California Department of Education

Date: August 23, 2019
To: G. Vittoria Abbate
Mt. Diablo Unified School
District
CDS: 07-61754
From: Cliff Moss
Education Programs Consultant
Adult Education Office
916-327-6378
Subject: Course Approval for 2019-20



Your request for approval of the following 65 courses have been received, recorded, and approved for the 2019-20 school year.

Course Number	Course Name	Course Outline Developed/Updated	Job Market Study Year
2102	Basic English	2012	--
2402	Basic Mathematics	2012	--
9997	Community Access Skills and Functional Academics	2012	--
9998	Life Skills and functional Academics	2012	--
9996	Workplace Skills and Functional Academics	2012	--
2403	Algebra 1	2016	--
2404	Algebra II	2012	--
2603	Biology	2012	--
2401	Consumer Mathematics	2012	--
2618	Earth Science	2012	--
2701	Economics	2012	--
2131	English 10	2016	--
2132	English 11	2016	--
2133	English 12	2016	--
2130	English 9	2016	--

2198	English Elective	2012	--
2823	Fundamentals of Art	2012	--
2400	General Mathematics	2012	--
2611	General Science	2012	--
2413	Geometry	2012	--
9972	Government	2016	--
2535	Health	2013	--
2621	Life Science	2012	--
2498	Mathematics Elective	2012	--
2702	Physical Geography	2012	--
2610	Physical Science	2012	--
2424	Pre-Algebra	2012	--
2714	Psychology	2012	--
2698	Science Elective	2012	--
2798	Social Science Elective	2012	--
2206	Spanish	2015	--
9969	Test Preparation	2016	--
2709	United States History	2016	--
2711	World History: Survey	2016	--
5501	Introduction to Building and Construction Trades	2017	2018
4600	Accounting	2018	2018
4622	Business Support and Services	2018	2018
4623	Business Technology	2018	2018
9975	Basic Computer Literacy	2012	--
9978	Career Exploration	2012	--
4321	Child Development and Guidance	2012	--
9991	Computers in the Workplace	2012	--
4342	Economics for Living	2012	--
4351	Family and Human Development	2012	--
9979	General Elective	2013	--
9995	Government and History (Citizenship Preparation)	2013	--

9977	Work Readiness	2013	--
4401	Teaching Careers or Careers in Education	2019	2019
9987	Academic ESL	2012	--
9980	Advanced ESL	2012	--
9982	Beginning ESL	2012	--
9986	ESL MultiLevel	2012	--
9983	General ESL	2012	--
9981	Intermediate ESL	2012	--
9984	Special ESL	2012	--
9985	VESL (Vocational ESL)	2012	--
4249	Dental Services	2018	2018
4257	Healthcare Occupations	2018	2018
4272	Materials Management and Purchasing	2018	2018
4275	Medical Office	2018	2018
4273	Medical Terminology	2018	2018
4279	Nursing Service	2018	2018
4421	Food and Beverage Production and Preparation	2018	2018
5809	First Responders Basic	2018	2018
5810	Introduction to Emergency Services	2018	2018

You are authorized to expend California Adult Education Program funds for the above courses. It is recommended that you use these Course Titles with additional supporting classes listed when communicating program offerings to the public.

Course Outlines for all apportionment classes shall be on file and available for review at the adult school or the district office (5 CCR 10508).

To meet optimum educational standards, these course outlines should contain:

- Goals and purposes
- Performance objectives or competencies
- Instructional strategies
- Units of study, with approximate hours allotted for each unit
- Evaluation procedures
- Clear course completion requirements of established goals and objectives

Career Technical Education: Before establishing a Career Technical Education or Occupational Education Program, a job market study of your region must be conducted and reviewed every two years to justify the need for the program being offered. Refer to the Job Market Study in EC 52519; 52520 for more information.

Education Codes: 1900; 41976; 52506; 52515; 52518; 52570.

For Vocational Education courses:

Before establishing a Vocational or Occupational Education Program, you must conduct a job market study in your market area and have it reviewed every two years to justify the vocational program. Refer to the Job Market Study in EC 52519; 52520 for more information.